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ASSIGNMENTS
NEW BUILDING TOPICS

NOTE: Where more than one Branch or Staff is named, the one having primary responsibility will be named first.

Pl Sec. Branch	1. Buildings and offices retained in downtown Washington.	MSO coverage.
Bldg. Sec. Branch	2. Buildings and offices retained in downtown Washington.	Safe repairs and cosmetic changes.
Bldg. Sec. Branch	3. Buildings and offices retained in downtown Washington.	Identification system.
Bldg. Sec. Branch	4. Buildings and offices retained in downtown Washington.	Visitor control.
Bldg. Sec. Branch	5. Buildings and offices retained in downtown Washington.	Classified trash.
Technical Branch	6. Alarms: Procedure for activating, etc.	
Survey Branch	7. Use of internal telephone system.	
Site Security Staff	8. Use of pneumatic tubes.	
Site Security Staff	9. Use of conveyor system.	

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- Site Security Staff 10. Cafeteria - Employees instructions.
- Site Security Staff 11. Cafeteria - Receipt of produce and supplies.
- Site Security Staff 12. Virginia Electric Power Company - Admittance of employees to site.
- Bldg. Sec. Branch
Site Security Staff 13. C & F Telephone employees - Admittance procedures.
- Site Security Staff 14. Power house - Admittance procedures.
- Bldg. Sec. Branch 15. Char Force - Admittance procedures.
- Bldg. Sec. Branch 16. GSA maintenance personnel - Admittance procedures.
- Bldg. Sec. Branch 17. Snack Bars - Instructions to operators.
- Bldg. Sec. Branch 18. Vending Machines - Instructions to operators.
- Safety Officer 19. Procedures for fire and other emergencies.
- Safety Officer 20. Arrangements for fire department coverage.
- Bldg. Sec. Branch
Site Security Staff 21. Plans for evacuation for "Open House".

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| Site Security Staff | 42. Tour of site - During construction. |
| Survey Branch
Bldg. Sec. Branch | 43. Instructions to BUS COMPANIES. |
| Bldg. Sec. Branch | 44. Possibility of Contract Guard Forces. |
| Tec Branch | 45. Plan for technical inspection of new furniture and equipment. |
| Bldg. Sec. Branch | 46. Rolling Grilles - Instruction for use. |
| Survey Branch
Tech Branch | 47. Glass door knobs - Instructions to Logistics. |
| Bldg. Sec. Branch | 48. Guards - Patrols, posts, etc., etc. |
| Bldg. Sec. Branch | 49. Procedure for determining if autos or trucks remain undue period of time. |
| Bldg. Sec. Branch | 50. Inspection of grilles. |
| Bldg. Sec. Branch | 51. Inspection of windows. |
| Bldg. Sec. Branch | 52. Inspection of fence. |
| Bldg. Sec. Branch | 53. Inspection of exterior lighting. |

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ASSIGNMENTS
NEW BUILDING TOPICS
SUPPLEMENT No. 1

24. Add Bldg. Sec. Branch below Survey Branch. (Survey Branch has primary responsibility)
12. Delete "and cleaning out old buildings" as will be handled as a separate assignment.
63. Security inspection of offices vacated during move to New Building.
64. Internal Telephone system--Use of "Line Load Control" for emergencies.
65. Plan for technical inspection of furniture and prefabricated items used in New Building.
66. Protection of items to be used in sensitive areas during transit and while in stockpile.
67. Training program for guards prior to occupancy of New Building.
68. Instructions for use of badges when occupying New Building (exposed, etc.).

Bldg. Sec. Branch
Survey Branch

Safety Officer
Bldg. Sec. Branch

Tech Branch
Site Security Staff

Site Security Staff
Tech Branch

Bldg. Sec. Branch

Bldg. Sec. Branch
Survey Branch

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Eldg. Sec. Branch
Survey Branch

69. Use of "Limited", "Special Privilege", and other badges used by non-staff employees.

Eldg. Sec. Branch
Site Security Staff

70. Examination of plans and premises to insure admittance to Guarded Areas is through established posts only.

Eldg. Sec. Branch
Site Security Staff

71. Check of procedures and plans to insure that classified material is used and stored only within Guarded Area.

Eldg. Sec. Branch
Site Security Staff

72. Admittance of non-badged personnel to EED area.

Eldg. Sec. Branch
Site Security Staff

73. Admittance of non-badged personnel to Medical area.

Eldg. Sec. Branch
Site Security Staff

74. Admittance of non-badged personnel to IRD area.

Eldg. Sec. Branch
Site Security Staff

75. Admittance of non-badged personnel to Badge and Identification area.

Eldg. Sec. Branch
Site Security Staff

76. Admittance of non-badged personnel to Col. Grogan's area.

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25 May 1958

ASSIGNMENTS
NEW BUILDING TOPICS
SUPPLEMENT No. 2

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| Site Security Staff | 30. Add Building Security Branch |
| Site Security Staff
Bldg. Sec. Branch | 77. Selection of name for area (per Col. Edwards). |
| Site Security Staff | 78. Control of construction personnel after partial occupancy of building. |
| Survey Branch
Bldg. Sec. Branch | 79. Determination of suitability of classified waste disposal system. |
| Bldg. Sec. Branch | 80. Coordinate with Management, Logistics, and Building Planning Staff re: requirements for safes. |
| Survey Branch | 81. Instruction to CIA employees re: action when following present:
GSA Maintenance personnel GSA Guard personnel
GSA Charforce personnel Visitors, etc.
C & P Telephone personnel |
| Survey Branch
Bldg. Sec. Branch | 82. Procedure for inspection of manhole covers. |

NOTE: On Supplement No. 1, Item No. 24 is to be changed to No. 58.

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23 June 1977

ASSIGNMENTS
NEW BUILDING TOPICS
SUPPLEMENT No. 3

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| Site Security Staff
Bldg. Sec. Branch | 83. Taxicab stand on grounds - possible restriction to one cab company. |
| Site Security Staff
Bldg. Sec. Branch | 84. Coordination with local police. |
| Site Security Staff
Bldg. Sec. Branch | 85. Control of parking lots to keep visitors out of reserved spaces. |
| Site Security Staff
Bldg. Sec. Branch | 86. Provision for temporary parking of spouses picking up their wife or husband at 5 P.M. |
| Site Security Staff
Bldg. Sec. Branch | 87. Protection of water supply. (Is it a separate source from McLean? If so, could it be tampered with?) |
| Bldg. Sec. Branch
Site Security Staff | 88. Press coverage at time of opening - pictures? (Interior and exterior) |
| Bldg. Sec. Branch
Survey Branch | 89. Instructions to employees re lunch at neighborhood restaurants which will probably be opened and which will probably be filled with CIA'ers at such occasions. |

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17 July 1959

ASSIGNMENTS
NEW BUILDING TOPICS
SUPPLEMENT NO. 4

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| Bldg. Sec. Branch
Tech Branch | 90. Intercommunication facility between guard posts and NSO Office. |
| Bldg. Sec. Branch
Survey Branch | 91. Number of receptionists required and locations of receptionist posts. |
| Bldg. Sec. Branch
Site Security Staff | 92. Special security protection for conveyor belt system. |
| Bldg. Sec. Branch
Site Security Staff | 93. Special security protection for pneumatic tube system. |
| Survey Branch
Site Security Staff | 94. Routes to be followed by moving conveyors (Obtain special permission for trucks to pass over roads leading through park areas.) |
| Bldg. Sec. Branch
Site Security Staff | 95. Need for assistance by personnel outside the Office of Security. (During move and possibly when building first occupied.) |
| Bldg. Sec. Branch
Site Security Staff | 96. Instructions for non-Security personnel to be utilized for surveillance of classified material from rooms in old location to moving van and from moving van at new site to new office locations. |
| Survey Branch | 97. Arrangements for police escort by various jurisdictions through |

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| Safety Officer | 98. Safety aspects of openings into classified waste chutes. |
| Safety Officer
Site Security Staff | 99. Contamination of air supply. |
| Safety Officer
Site Security Staff | 100. Evacuation, emergency. |
| Bldg. Sec. Branch
Site Security Staff | 101. Posting of signs. |

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4 December 1959

ASSIGNMENTS
NEW BUILDING TOPICS
SUPPLEMENT NO. 5

Bldg. Sec. Branch

102. Office of Contact regarding security matters

Survey Branch
Site Security Staff

103. Method for marking and securing safes and classified material prior to move to New Building

Survey Branch
Site Security Staff

104. Assistance by OS personnel in move to New Building

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